



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2007-008

Date: September 13, 2007, 2007

To: All Governor's Office of Homeland Security (OHS) Transit Security Grant Program (TSGP) Subgrantees

From: Grants Management

RE: FY2006 and FY2007 Transit Security Grant Program (TSGP) Data Entry into the ODP Secure Portal

Effective immediately, the Transit Security Grant Program (TSGP) subgrantees will be required to submit their FY2006 and FY2007 TSGP application information directly into the ODP Secure Portal located at [HTTPS://ODP.ESPORTALS.COM](https://ODP.ESPORTALS.COM). These documents include the Investment Justifications, Financial Management Forms Workbook (located at WWW.HOMELAND.CA.GOV), NEPA Clearances, Regional Consensus Forms submitted by the Regional Transit Security Working Group (RTSWG), and any subsequent documents required or requested by the Governor's Office of Homeland Security (OHS) or Transportation Security Administration (TSA). Folders for each of the aforementioned documents have been created within the "TSGP Compartment" of the ODP Secure Portal.

The following steps are provided to assist you with the successful uploading of your documents:

1. Access the ODP Secure Portal at [HTTPS://ODP.ESPORTALS.COM](https://ODP.ESPORTALS.COM)
2. Access the "TSGP Compartment" in the upper left corner and select "Go."
3. Access "Library" (left-hand side)
4. Access "FY06 TSGP" or "FY07 TSGP." This will enable you to enter documents into either the FY06 or FY07 TSGP folder (Applications and Investment Justifications), NEPA Clearances folder, or Regional Consensus Forms folder. All FY06 and FY07 TSGP subgrantees are included and are available by name.
5. Access "Upload Document" (far right) into one of the appropriate folders.
6. For "Description" enter the name of the document.
7. For "File" click the "Browse" tab to insert your document (double-click on the file).
8. For "Use Revision Control System" click "No."
9. Click "Upload" and add your document(s) into the ODP Secure Portal.

To create an account in the ODP Secure Portal, please contact BJ Bjornson at 916-826-4488 or BJ.BJORNSON@OHS.CA.GOV.

Hard copies of the aforementioned documents, along with original signatures, should be mailed to:

Governor's Office of Homeland Security
State Capitol
Sacramento, CA 95814
Attn: Grants Management Division

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,

A handwritten signature in blue ink, appearing to be "L. Davis", is written over a light blue rectangular background.

Larry M. Davis
Deputy Director
Grants Management